



Maintenance Mechanic Helper

Classification

Non-exempt

Salary Grade/Level/Family/Range

Maintenance

Reports to

Maintenance Superintendent

Date

November 19, 2016

Job Description

Summary/Objective

The maintenance mechanic helper position assists the maintenance mechanic in conducting machine setup, troubleshooting, repairs and preventive maintenance service.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Performs any combination of the following tasks under the direction of the Maintenance Mechanic: Sorts and counts parts and materials; examines parts and materials for defects; moves or carries parts, materials and equipment; files, trims, saws, buffs, drills and/or deburrs parts using hand tools and power tools; places, positions, clamps, or holds parts and materials during assembly; installation or machining.
2. Lubricates and cleans parts, assemblies, and equipment.
3. Installs jacks and hoists to raise equipment.
4. Uses press, grinder and other metalworking tools to make and repair parts.
5. Cut and weld (MIG and Stick) under the direction of the Maintenance Mechanic.
6. Comply with OSHA safety and health rules.
7. Maintain clean and orderly work area(s).

Competencies

1. Ethical Conduct.
2. Teamwork.
3. Technical Capacity.
4. Discretion.

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is occasionally exposed to a variety of extreme conditions in and around the manufacturing plant. The noise level in the work environment can be loud.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Position Type/Expected Hours of Work

This is a full-time position. Hours of work for day shift are Monday through Friday, 7:30 a.m. to 4:00 p.m., and second shift Monday through Thursday, 4:00 p.m. to 2:30 a.m., 40 hours per week.

Travel

Travel is not expected, although some out-of-the-area and overnight travel may occur to assist with installation of equipment at other company locations.

Required Education and Experience

1. Enough education to perform job duties and complete required safety training.
2. Some mechanical experience or knowledge.

Preferred Education and Experience

1. High school diploma or equivalent.
2. One year of manufacturing experience.
3. Training in general safety.

Additional Eligibility Qualifications

None

AAP/EEO Statement

Cherokee Brick & Tile Co. provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. Further, the company takes affirmative action to ensure that applicants are employed, and employees are treated during employment without regard to any of these characteristics. Discrimination of any type will not be tolerated.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Maintenance Superintendent _____

HR _____

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee Printed Name: _____

Employee Signature: _____ Date: _____